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Meetings-1

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Retirement Counseling and Placement Staff/OP,
31 October 1968

25X1 1. Present were [] Messers. Bannerman, [] 25X1

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2. [] gave the briefing. He first gave the background of the establishment of the Staff. Two senior officers detailed from each Directorate provided the professional staffing expertise. Their first approach was research to identify the Agency problem and develop approaches to solve it. Last year every retiree from the Agency was interviewed by the Staff. Two major problem areas were quickly emerged, the psychological aspect of retirement and the monetary aspect. Files and records were established and then a plan for an effective Agency program was initiated in January 1968.

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3. The Staff requires only a small budget. Its administrative problems are chiefly lack of appropriate space for interviewing and lack of ceiling. [] suggests that five ceiling slots be allocated for retirement effort for the sake of continuity and management control.

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4. The Staff has conducted one Retirement Seminar which was well received, and the invited retirees were particularly impressed with the portfolio of retirement material given them. The Staff has developed ten procedures and has conducted extensive coordination with each Directorate. The Directorate coordinators are [] DD/S&T; [] DD/P; [] DD/S; and [] DD/I.

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5. A reorganization has been proposed effective January 1969 that would bring all the retirement-counseling-placement activities into one retirement affairs division. This division would have three branches-- the Retirement Counseling Branch, the External Placement Branch and the Retirement Operations Branch which is presently under [] and is concerned with CIA retirement. The Retirement Counseling Branch would be responsible for the preparation of written material on retirement. They are developing a 160 page unclassified retirement booklet. This Branch would also conduct seminars and monitor retirement extensions as well as engage in individual

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counseling. A 170 page question and answer booklet on the CIA Retirement System should be out by the end of the year. Various handouts on insurance benefits, social security, tax facts, chart of annuities, etc. are given to employees during individual counseling sessions. A retirement library has been established in

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6. The next Retirement Seminar will be held 18-22 November. Two hundred and seventy invitations have been extended. Wives have been invited and a total attendance of 400 is expected. The Seminar Program has been adjusted as a result of the critique of the first seminar. Because of the financial estate problem, a special seminar is planned for the middle of January to hit the 40-year olds; about 400 are expected.

7. The individual counseling program concentrated on five-year groups, early retirees, and walk-ins.

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